



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER**

INSTITUTIONAL RESEARCH ADVISORY COMMITTEE

DECEMBER 13, 2018

8:30 AM – 10:00 AM ➤ DAC SANTA ROSA ROOM (209)

MEETING NOTES

Attendance: Alexandria Wright, Cynthia Herrera, Dan Watkins, John Cooney, Lisa Hopper, Mike Rose, Oleg Bepalov, Pamela Yeagley, Phillip Briggs, Sunny Le
Guest: Dr. Gillespie, Lynn Twang

1. Review Meeting Notes of 11/08/18 – Dan
The notes were approved.
2. Review Committee Charge for Recommendations to Chancellor's Office – Dan (30-45 minutes)
The group had an extensive discussion regarding the relationship between the IRB and IRAC and how that would affect recommendations for the committee charge. There was consensus that until the study currently in process to access the District office organization is completed, committee charge recommendations should be tabled. The consultant is expected to complete and submit the organizational study in March or April. Several of the IRAC members sit on different focus groups for the study; Alix will make a recommendation to focus group A that they meet with the IRAC committee. Meanwhile, the group will compile a list of high level bullet points outlining the committee's responsibilities with a timeline through next spring semester. After the organizational study is completed, the IRAC charge will be revisited. An action step was identified to clarify the charge and structure of IRAC that is in alignment with the organization as a whole. It was suggested to form a work group to review the charge and submit suggestions to the entire group.
3. District IRB Update – Alix (30-45 minutes)
Alix gave an overview of the purpose of the IRB. She shared the forms with the group; these will need to be added to the website. A formal budget has not been developed due to the dependence on the structure, however, she has created some potential budgeting structures. She mentioned that there will also be a revenue stream coming from the fees being charged. The fee schedule has yet to be determined. The IRB proposal will be submitted to the Chancellor's Cabinet for review with the anticipation it will be incorporated into the organizational consultant's recommendation.
4. SDA Update – Mike R.
Mike shared that the SDA termination date has passed without any complications. The programming team anticipates there will still be a few situations that come up over the next six months for tasks that are rarely needed but the bulk of the work is completed. The Amazon project is in the implementation process and once

completed, more reporting options will be available. Funding for the development of a data warehouse is being explored.

5. Faculty Evaluations and Class Climate - Mike R.
Mike shared that he and Dan met with Michael Shanahan and Dave El Fattal. The next step is to interview staff on campus; than to schedule a meeting with the campus VPs of instruction together with Dave El Fattal and Michael Shanahan. The purpose is to review where time and resources are currently being spent and to review the process and develop recommendations. One of the concerns is to increase the student response. Initially it was anticipated that this would be completed for spring, however, the timeline has been extended. Due to that, Class Climate will need to be upgraded, hopefully before spring semester begins. The server will be rebuilt. The existing data won't be integrated but will still be accessible. The surveys will be migrated over. The down time should be less than a day. Mike will send information to the group when the upgrade is scheduled.
6. Campus 'Show and Tell' – Oleg
Oleg shared an approach he instituted at MC for making decisions with strategic goals. He had everyone brainstorm and submit suggestions. He then used consensus decision making by putting forth each goal and instead of discussing each one, used a 'thumbs up/thumbs down/thumbs sideways' method. At the end, it was determined if any of the goals with a 'thumbs down' could be converted to a unanimous 'thumbs up'. If there was one 'thumbs down', the goal was tabled to be revisited at a later date. The group agreed this was a good method to use for facilitating decision making in areas other than strategic goal planning.
7. Other Business – Dan
 - Chancellor Gillespie joined the meeting. He explained that a survey targeting all full time employees will be sent out January 11 and he requested this group review it and submit any recommendations to him by next Friday, January 21. He will send the survey to Dan for distribution to the IRAC members.
 - Lisa Hopper mentioned an email from the Council for Advancement and Support of Education offering access to data. She asked if anyone else had received the same email. Cynthia shared that it involved foundation dollars and where to find the funds. OC isn't participating. Oleg said the same for MC and that the email was shared with their foundation.
 - John received a request from MC A&R regarding the expanded ethnicity that CCCApply will have available during the application process. He inquired if the other two campuses are interested. Mike explained that the view will already exist and downloaded from CCCApply. The question remains if the data will be added to Banner. Mike suggested that the existing view be worked with first and then make a determination if the data needs to be downloaded into Banner.
 - Cynthia brought up multiple measures and having a secure site for a data dump to share the data with the high schools. OC is working directly with the high schools now and wants to be proactive. VC and MC will need to replicate the process at some point. Mike is aware of the need and it is on

the programming team's radar. He has been in contact with Mike Alexander at OC.

8. Next Meeting (January 10) - Dan